

Human Resources Assistant

Excellent opportunity available with Minnesota Housing, a State Agency. As a Human Resources Assistant you will be responsible for the payroll function for 220 employees as well as provide support to a team of three HR professionals in a multiunion environment.

Responsibilities

- Serves as payroll administrator for the Agency and interfaces with Central payroll to process all required reports, troubleshoots employee payroll issues and maintains time sheets and other required records
- Processes Human Resources Transactions into SEMA4 related to benefits and status changes
- Assists in the administration of the automated performance appraisal system
- Coordinates the Agency's leased parking program and works with the vendor on billing issues
- Prepares Agency organizational charts, assists with new hire orientation
- Serves as the HRIS administrator running various ad hoc reports and streamlining data administration
- Performs administrative duties related to the hiring of new employees

Essential Qualifications

Associates degree in office administration preferred
5 years office administrative experience in a Human Resources office
3 years prior payroll processing experience
Excellent MS Office skills
Ability to multitask and strong organizational skills
Good interpersonal skills and analytic ability
Experience working with the State Sema4 system highly desirable

Salary and Benefits:

Starting salary to high \$40ks depending upon experience. Includes excellent State benefit program including defined benefit pension.

To Apply:

Only candidates who send a cover letter with **Current Salary** and a resume outlining your accomplishments will be considered. Apply to: mhfa.resumes@state.mn.us In the subject line indicate Human Resources Assistant. You may also visit www.careers.state.mn.us and search for requisition 12HFA000023 to upload your resume.

This position closes on August 14, 2012.

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).